

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 36-21

8 DECEMBER 2014



Personnel

**UTILIZATION AND CLASSIFICATION OF
AIR FORCE MILITARY PERSONNEL**

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This policy directive implements DoD Directive 1315.07, *Military Personnel Assignments*, DoD Instruction 1315.18, *Procedures for Military Personnel Assignments*, and

DoD Instruction 1235.13, *Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)*. It applies to all Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for Utilization and Classification of Air Force Military Personnel. This publication may not be supplemented. Refer recommended changes and questions about this directive to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

This policy directive includes definitions and policy statements into the assignment, classification and utilization of Air Force personnel.

1. AF Policy. The AF shall:

- 1.1. Ensure qualified Airmen with the needed skills are in the right job at the right time to meet the Air Force mission.
- 1.2. Classify and assign Airmen as equitably as possible to ensure a high state of readiness.
- 1.3. Provide special assignment consideration for Airmen who have family members with special medical or education needs.
- 1.4. Whenever possible, to the maximum extent possible, assign individuals on a voluntary basis and in the most equitable manner feasible while meeting mission and commander needs.
- 1.5. Ensure involuntary assignments are equitably distributed among similarly qualified Airmen, to minimize family separation and to avoid creating severe personal hardship.
- 1.6. Establish Active Duty Service Commitments (ADSCs) or Reserve Service Commitments (RSCs), when Airmen are reassigned on a fully funded permanent change of station, or public funds are used for education or training courses, to ensure a return on the investment.
- 1.7. Compliance with utilization and classification policy will be assessed by measuring three areas:
 - 1.7.1. Vacant positions. The Air Force goal is to fill all funded authorizations with assigned Airmen.
 - 1.7.2. Time on Station (TOS). TOS requirements are established to stabilize the lives of RegAF Airmen and their dependents and to reduce PCS costs. The data applies to RegAF officer and enlisted TOS waivers.
 - 1.7.3. Joint Officer Promotion Rates.
 - 1.7.3.1. Officers who are serving, or have served, on the Joint Staff and on the staff of the Secretary of Defense are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for officers in the same grade and competitive category who are serving, or who have served, on the Air Staff.
 - 1.7.3.2. Officers in the grade of major or above who have been designated as a joint qualified officer are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for all officers in the same grade and competitive category.

2. Roles and Responsibilities.

- 2.1. The Secretary of the Air Force (SECAF) is responsible for policy oversight of the Air Force's utilization, classification and the OSD policies governing the DoD Joint Officer Management program. The Assistant Secretary of the Air Force for Manpower & Reserve Affairs (SAF/MR) discharges this responsibility for the Secretary of the Air Force.
- 2.2. The Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops, coordinates, and executes personnel policy and essential procedural guidance for utilization, classification, and joint officer management programs for Total Force Airmen in collaboration with the AFR and ANG.

2.3. The Chief of the Air Force Reserve (AF/RE) executes end strength management, assignment, utilization, classification procedures, and develops joint officer management programs for Air Force Reserve personnel.

2.4. The Director, Air National Guard (NGB/CF) executes end strength management, assignment, utilization, classification procedures, and develops joint officer management programs for ANG Airmen.

Deborah Lee James
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES & SUPPORTING INFORMATION**

DoD Directive 1000.21-R, *DoD Passport and Passport Agent Services*, 1 April 1997

DoD Directive 1200.7, *Screening the Ready Reserve*, 18 November 1999

DoD Directive 1200.15, *Assignment to and Transfer between Reserve Categories, Discharge From Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay*, 18 September 1997

DoD Directive 1205.14, Reprint and Change 1, *Enlistment, Appointment and Assignment of Individuals in Reserve Components*, 11 November 1974

DoD Directive 1235.13, *Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)*, 18 October 2013

DoD Directive 1315.07, *Military Personnel Assignments*, 12 January 2005

DoD Directive 1352.1, *Management and Mobilization of Regular and Reserve Retired Military Members*, 16 July 05

DoD Directive 6000.12E, *Health Service Support*, 6 January 2011

DoD Instruction 1205.18, *Full-Time Support (FTS) to the Reserve Components*, 4 May 2007

DoD Instruction 1215.06 Change 1, *Uniform Reserve, Training, and Retirement Categories*, 24 December 2008

DoD Instruction 1215.13, *Reserve Component (RC) Member Participation Policy*, 11 May 2009

DoD Instruction 1235.09, *Management of the Standby Reserve*, 2 April 2007

DoD Instruction 1235.10 Change 1, *Activation, Mobilization, and Demobilization of the Ready Reserve*, 21 Sep 11

DoD Instruction 1235.11, *Management of Individual Mobilization Augmentees (IMAs)*, 24 May 2007

DoD Instruction 1300.19, Change 2, *Joint Officer Management Program*, 16 February 2010

DoD Instruction 1304.25, *Fulfilling the Military Service Obligation (MSO)*, 25 August 1997

DoD Instruction 1312.1, *DoD Occupational Information Collection and Reporting*, 9 August 1995

DoD Instruction 1315.18, *Procedures for Military Personnel Assignments*, 12 January 2005

DoD Instruction 1322.06, *Fellowships, Scholarships, Training With Industry (TWI), and Grants for DoD Personnel*, 15 November 2007

DoD Instruction 1322.10, *Policy on Graduate Education for Military Officers*, 29 April 2008

DoD Instruction 2065.1E, *Assignment of Personnel to United Nations Missions*, 7 December 2004

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-2103, *Individualized Newcomer Treatment and Orientation (INTRO) Program*, 30 April 2012

AFI 36-2106, *Competitive Category Transfers*, 9 May 1994

AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 30 April 2012

AFI 36-2109, *Chief Master Sergeant of the Air Force and Command Chief Master Sergeant Programs*, 13 August 2007

AFI 36-2110, *Assignments*, 22 September 2009

AFI 36-2111, *The Logistics Career Broadening Program*, 4 April 2011

AFI 36-2113, *The First Sergeant*, 19 December 2007

AFI 36-2115, *Assignments within the Reserve Components*, 8 April 2005

AFI 36-2116, *Extended Active Duty for Reserve Component Officers*, 1 November 1997

AFI 36-2117, *Career Recruiter Force*, 4 October 2007

AFI 36-2119, *Detail of Air Force Personnel to Duty Outside the Department of Defense*, 21 June 2011

AFI 36-2123, *Management of Enlisted Aides*, 2 October 2008

AFMAN 10-3902, *Nuclear Weapons Personnel Reliability Program (PRP)*, 13 November 2006

AFMAN 36-2122, *Interservice Officers on Exchange Duty with United States Air Force*, 1 December 1995

Adopted Form

AF Form 847, *Recommendation for Changes of Publication*, 22 September 2009

Air Reserve Component (ARC)—Air National Guard and Air Force Reserve components.

Personnel Tempo (PERSTEMPO)—Measurement of an Airman's temporary duty away from home station; days per year an Airman is TDY from home station and includes all TDYs regardless of reason or duration.

Temporary Duty (TDY)—Duty performed on a temporary basis at a location other than the Airman's permanent duty station; status is recorded using TDY orders and entitlements or allowances accrue as authorized.

Permanent Change of Station (PCS)—Movement of an Airman to a different permanent duty station, with or without concurrent change in unit of assignment.